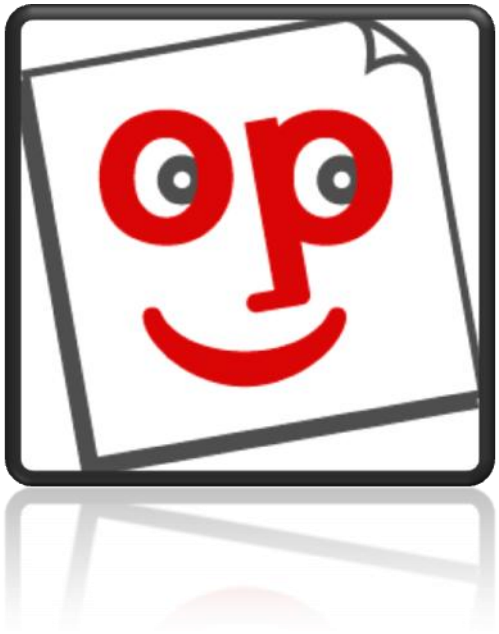

PopCompanion User Guide

Version 2.19

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License and trademark information

Copyright

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Popfax SARL contact information

For product support: support@popfax.com
Website: http://www.popfax.com/

Installation

Download the latest version of PopCompanion on Popfax: http://download.popfax.com/

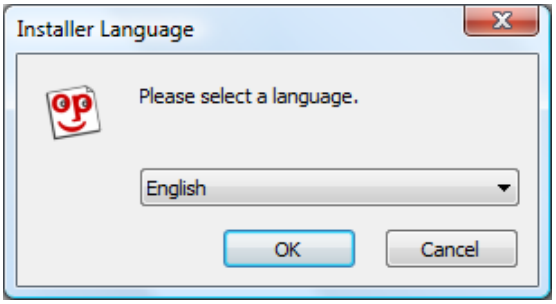
Follow the usual installation process of your operating system:

- on Windows: run setup.exe
- on MacOSX: double click on PopCompanion installation.pkg
- on Linux, depending on your distribution and architecture:
  - RedHat based distribution: rpm -i popcompanion-<version>-<release>.<arch>.rpm
  - Debian based distribution: dpkg -i popcompanion-<version>-<release>.<arch>.deb

If you are using another operating system, you can install from sources: popcompanion-<version>.tar.gz

Windows details

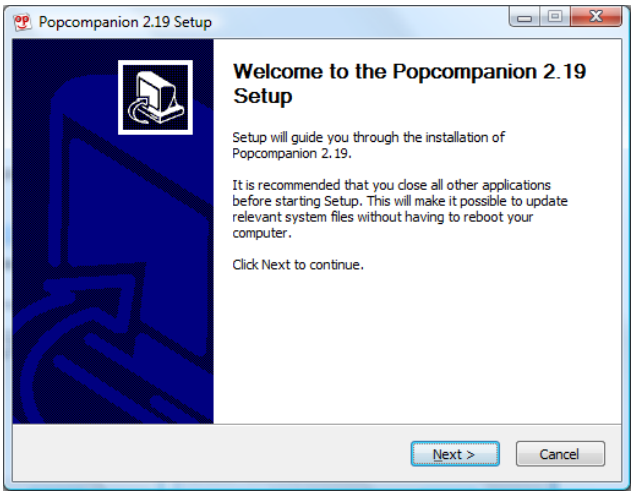
After running setup.exe, you must first choose a language from the drop down list.

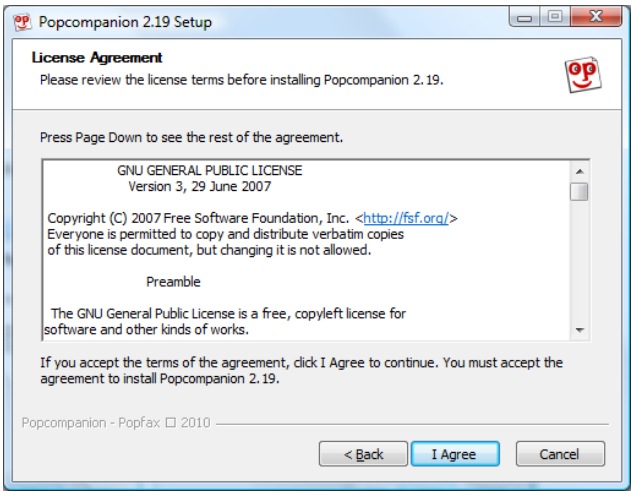


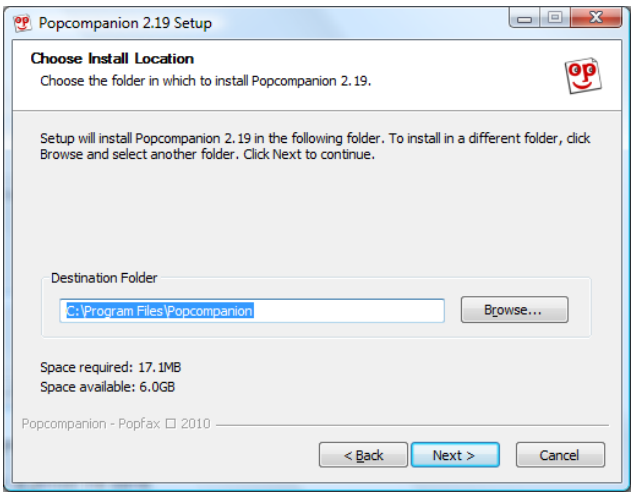
You can choose from the following languages:

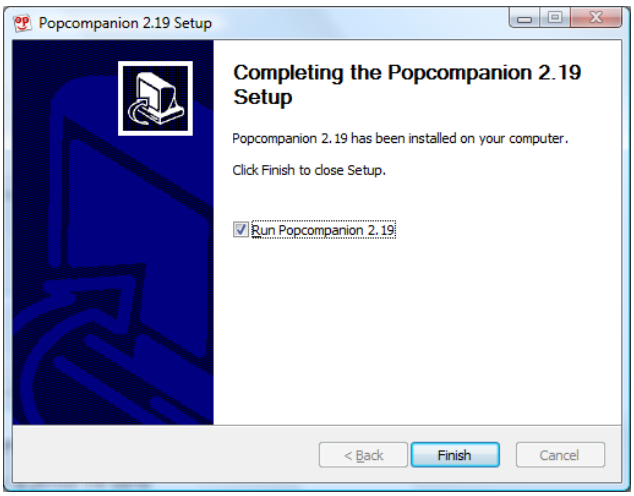
- English
- French
- German
- Spanish
- Italian
- Romanian
- Russian

Accept the license terms and conditions, and then select an installation path.


Popcompanion 2.19 Setup
Welcome to the Popcompanion 2.19 Setup
Setup will guide you through the installation of Popcompanion 2.19.
It is recommended that you close all other applications before starting Setup. This will make it possible to update relevant system files without having to reboot your computer.
Click Next to continue.
Next >
Cancel


Popcompanion 2.19 Setup
License Agreement
Please review the license terms before installing Popcompanion 2.19.
Press Page Down to see the rest of the agreement.
GNU GENERAL PUBLIC LICENSE
Version 3, 29 June 2007
Copyright (C) 2007 Free Software Foundation, Inc. <http://fsf.org/>
Everyone is permitted to copy and distribute verbatim copies of this license document, but changing it is not allowed.
Preamble
The GNU General Public License is a free, copyleft license for software and other kinds of works.
If you accept the terms of the agreement, click I Agree to continue. You must accept the agreement to install Popcompanion 2.19.
Popcompanion - Popfax © 2010
< Back
I Agree
Cancel


Popcompanion 2.19 Setup
Choose Install Location
Choose the folder in which to install Popcompanion 2.19.
Setup will install Popcompanion 2.19 in the following folder. To install in a different folder, click Browse and select another folder. Click Next to continue.
Destination Folder
C:\Program Files\Popcompanion
Browse...
Space required: 17.1MB
Space available: 6.0GB
Popcompanion - Popfax © 2010
< Back
Next >
Cancel



The PopCompanion application has been installed on your computer. You may run it right away.

For MacOSX users, the procedure is almost the same.

For Linux users, installation is immediate.

Uninstall process

When uninstalling PopCompanion, you will be asked if you wish to keep your local cached data and your preferences. If your answer is “No” to this question, the uninstalling process removes all trace of the PopCompanion application; otherwise the information is kept and is available when reinstalling PopCompanion.

Note that there is a local cache data for each logged account.

First connection

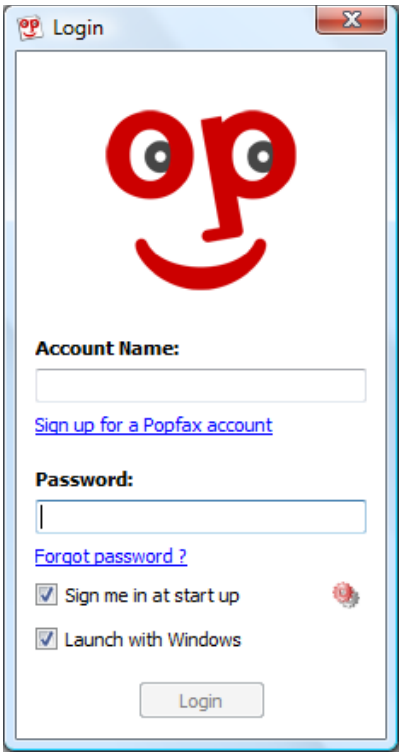
On the first connection, PopCompanion displays a login screen.

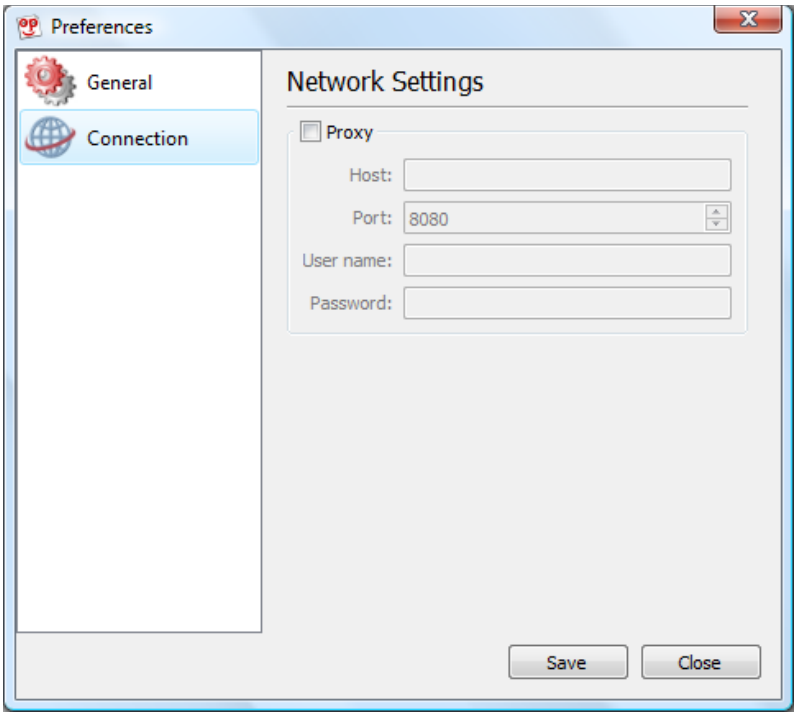
If you do not have a Popfax account yet, click on “Sign up for a Popfax account” to subscribe on the Popfax website.

If you have forgotten your password, you can receive a new password from the Popfax website.

If you check “Sign me in at start”, the PopCompanion application will connect automatically next time you start it.

If you need to use it through a proxy, you can configure its parameters clicking on the “Settings” icon, next to “Sign me in at start up”. As the PopCompanion application uses SSL connections, Use of a HTTPS capable proxy is required.





On the first connection, the PopCompanion application will retrieve information from your Popfax account. It will keep a local copy of sent and received faxes.

For security reasons, if you have not checked the “Sign me in at start up”, this local copy will be automatically deleted.

Not Connected

Connected

New fax notification

You can find back the PopCompanion application in the tray bar.

A notification appears in the tray bar for each new received fax.

For MacOSX users, the PopCompanion application pops up in the foreground instead of giving a notification.

PopCompanion general usage

General screen

On the top of the screen, you will find a menu bar with the following actions:

- send a new fax
- send a new SMS
- preview fax or SMS
- delete selection
- mark as read
- mark as unread
- Popfax account
- preferences
- exit PopCompanion

Some actions are only available in the contact list:

- add a contact
- add a group of contacts
- edit contact /group of contacts
- import/export contacts
- synchronize Outlook contacts

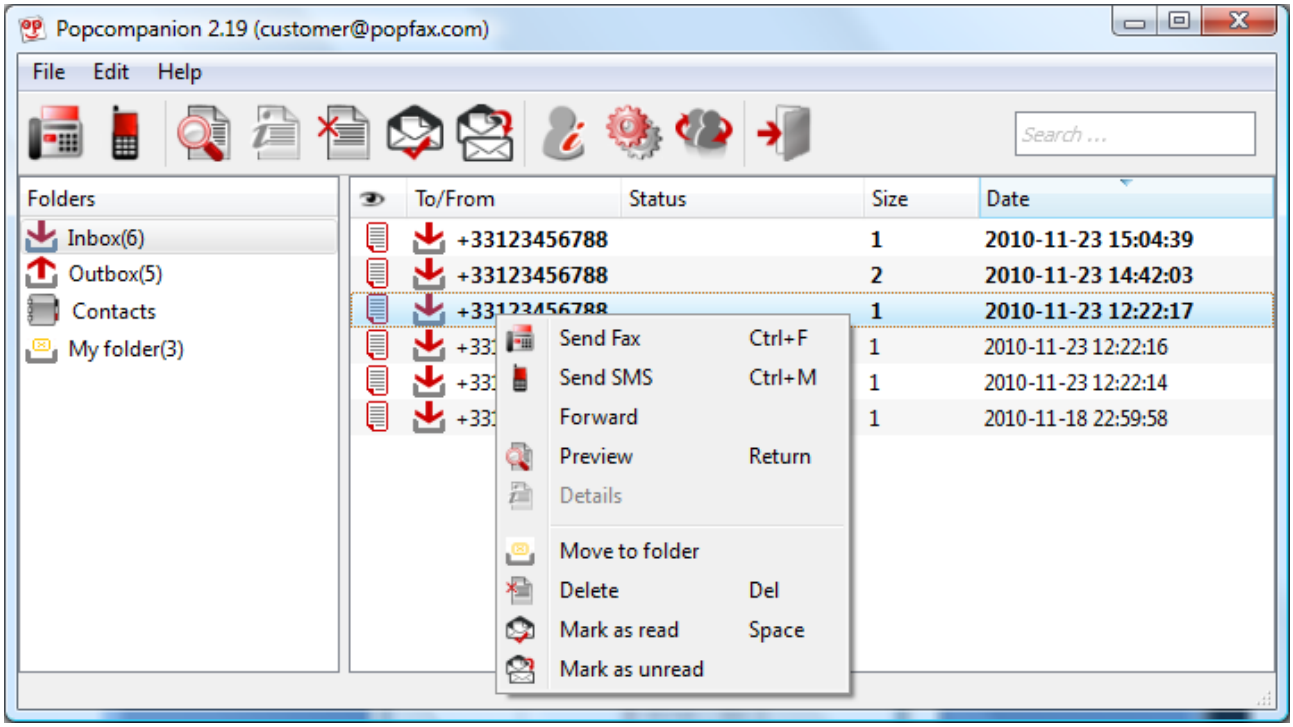
You also have a search field for searching all data on the current screen. The search is performed on the fly.

Column headers can be used for sorting information.

All sending and deleting actions done in the PopCompanion application will affect your Popfax account.

Inbox screen

Once connected, you are taken to your Inbox folder.



All the faxes you have received appear in this window, displaying the number of pages and the reception time. Unread faxes are emphasized with a bold font.
You can select multiple entries and carry out some actions from the context menu:

- open faxes
- delete selection
- forward to fax or email
- move to a folder
- mark as read or unread

You can also manage documents using the keyboard or open faxes by clicking on the corresponding icons.

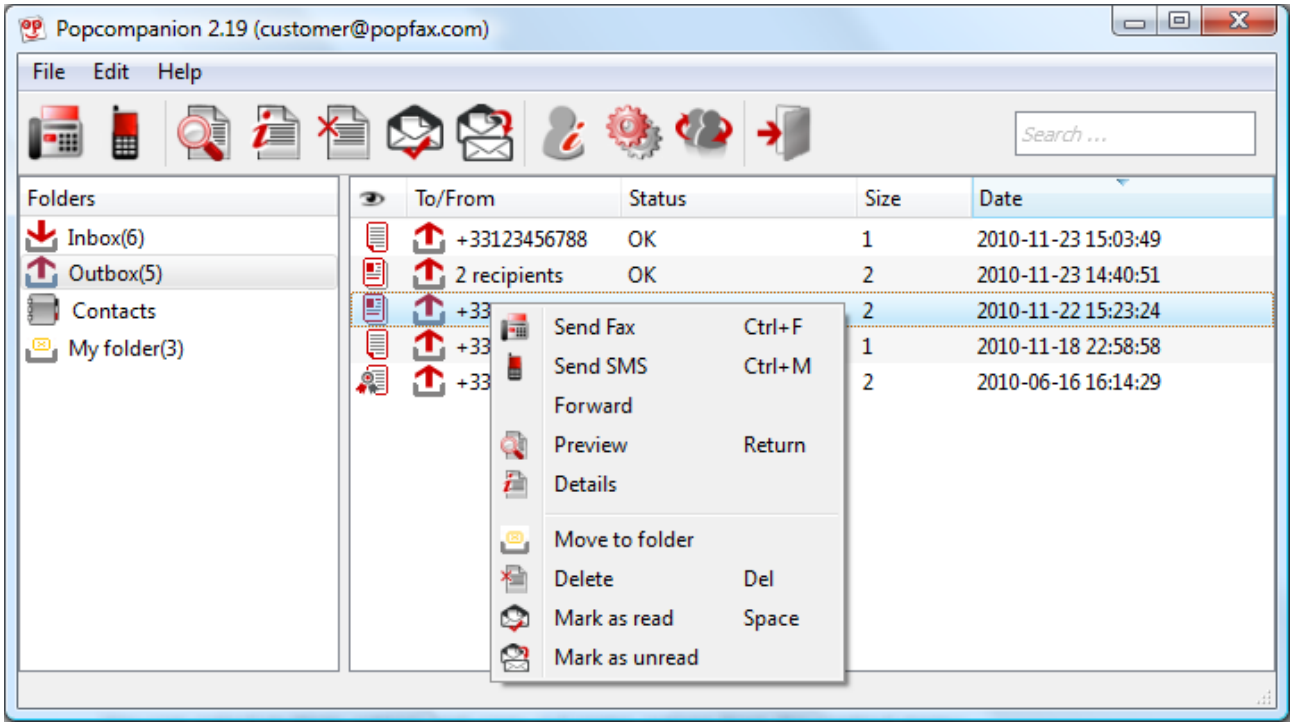
Outbox screen

You can access your Outbox by clicking on the corresponding icon.

On this screen, you find all the sent faxes and SMSes, the recipient number, the sending status, the number of sent fax pages, and the sending time.

Specific icons allow you to identify different ways of sending:

- simple fax
- SMS
- fax with cover page
- mail merge
- registered fax

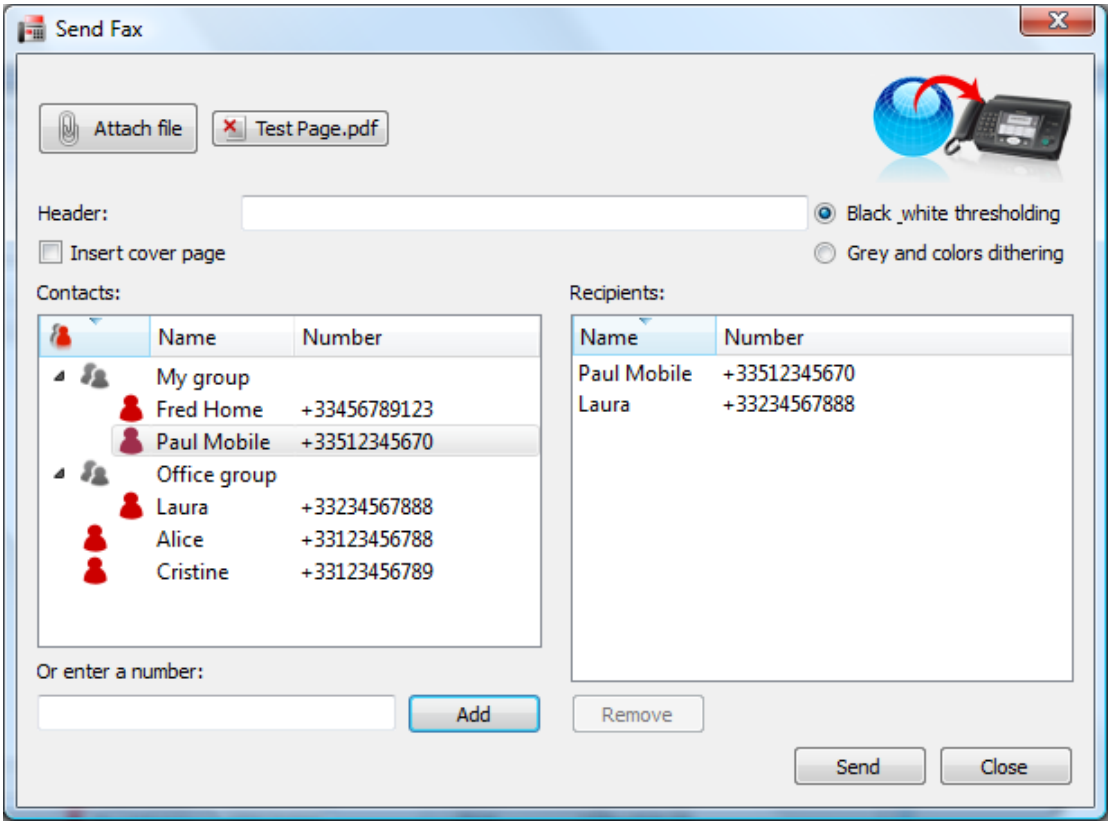


You can select multiple entries and carry out some actions from the context menu:

- open faxes or SMSes
- forward to fax, email or SMS
- move to a folder
- delete selection
- view status details
- mark as read or unread.

Send a fax

To send a new fax, click on the corresponding icon in the menu bar or use a keyboard shortcut. A new window is displayed.



You can also drag and drop a document into the PopCompanion application; it opens the “Send fax” window with your document already attached.

To send a fax, follow these steps:

- browse for the files to send. Supported formats are listed on the Popfax website
- select the recipients in your contact list or alternatively enter a valid fax number
- press the “Add” button
- click on “Send”.

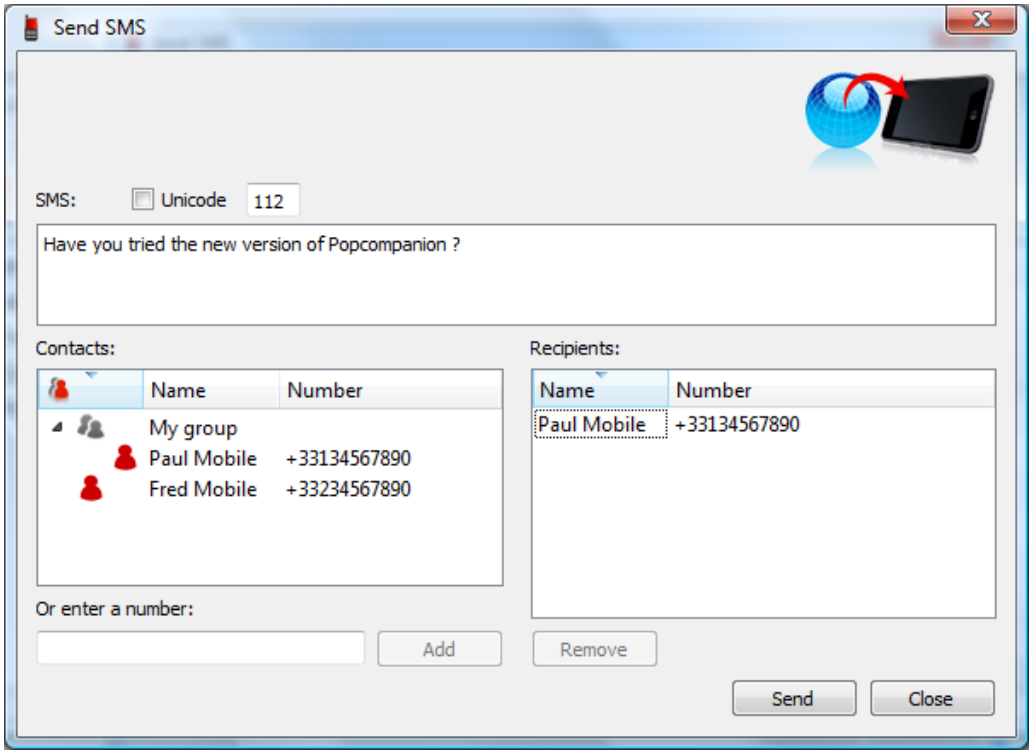
You can also change some options for this fax:

- select a conversion method adapted to your file
- receive a notification of the sending status
- change the fax header
- enable cover page (See Popfax website for further details).

Send an SMS

To send a new SMS, click on the corresponding icon in the menu bar or use a keyboard shortcut. A new window is displayed.

You can also drag and drop a text into the PopCompanion application; it opens the “Send SMS” window with your text already inserted.



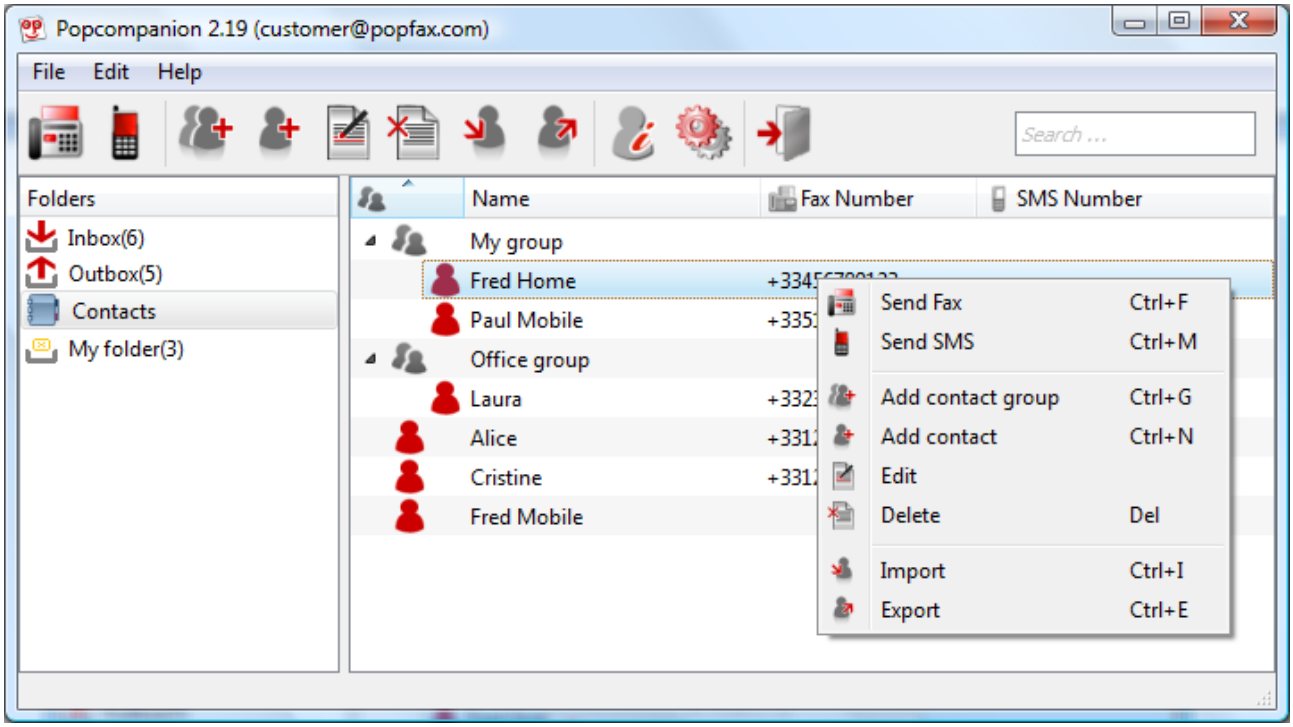
To send an SMS, follow these steps:

- write your message in the text box
- select the recipients in your contact list or alternatively enter a valid GSM number
- press the “Add” button
- click on “Send”.

A character counter indicates the SMS limitation. If sending is in a specific language, you can activate the Unicode support located below the text box.

Contact book

You can access the contact book by clicking on the corresponding icon.

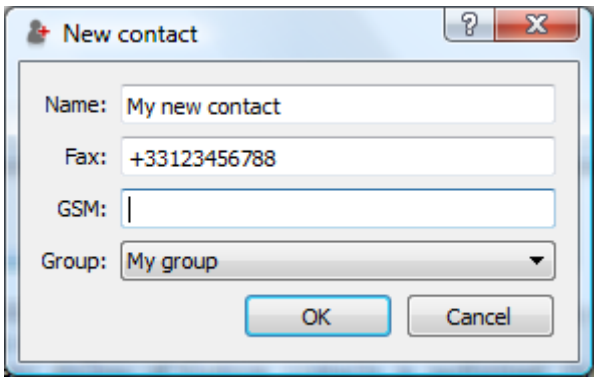


You can select multiple contacts and perform some actions on them using the context menu:

- edit contacts / groups
- delete selected contacts / groups
- send a fax / SMS to selected contacts
- add contacts to a group
- create new contacts / groups
- import / export through CSV file.

Add a new contact

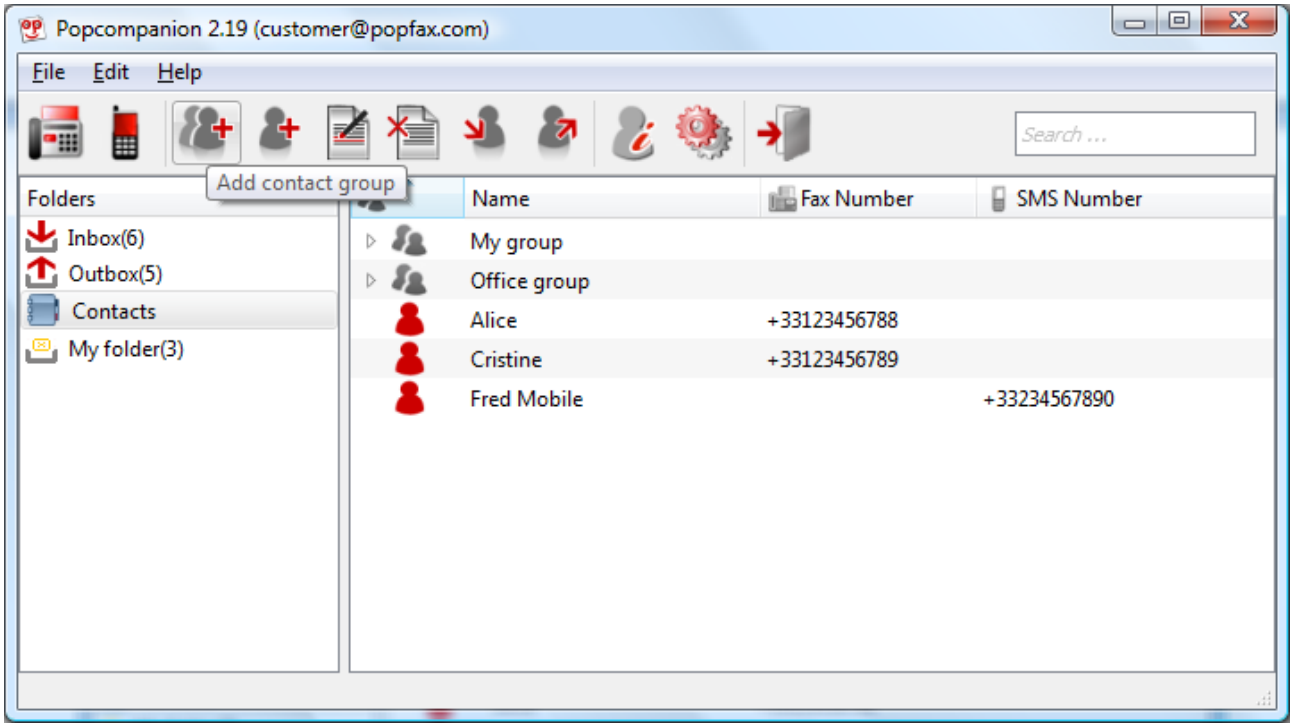
To insert a new contact, you must press the “New contact” button or use the context menu action. A new window appears.



Fill in the “Name”, “Fax” and “GSM” fields to add a new contact. In addition you can select an existing group to which the new contact should belong.
For Windows users, an automatic display of Outlook contacts is performed. Outlook contacts are identified with a different icon. This feature can be disabled from the “Preferences” menu.

Add a new group

To create a new group, you must press the “Add contact group” button or use the context menu action. A new window is displayed.



In this window, you must first give a name to your new group, then select contacts from your contact list or alternatively fill in the “Name”, “Fax and “GSM” fields and press “Add” to associate these contacts with the group. Then press “OK” to finalize the new group creation.

Edit contacts and groups

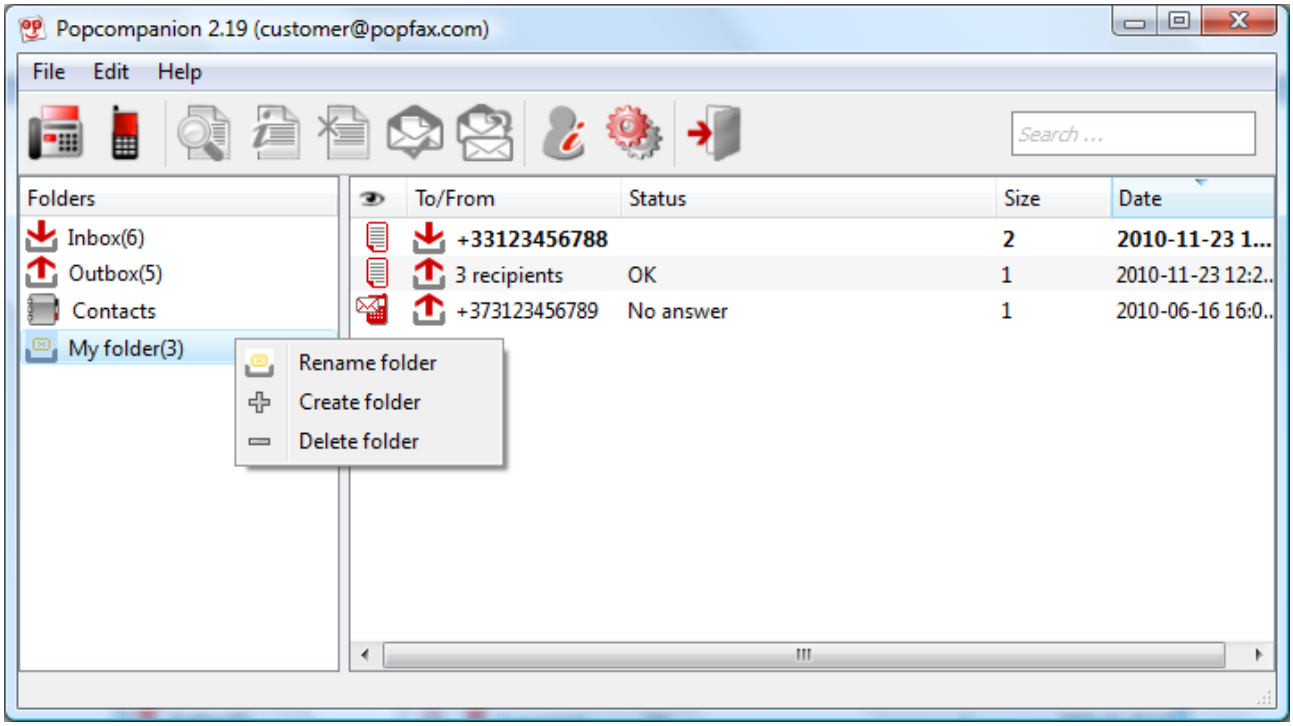
To modify a contact or a group, double click on its icon or use the context menu action. A window similar to Add contact / Add group action is displayed.

Outlook contacts specific action

With Outlook contacts, a specific action is available through the context menu to import them into the Popfax contact book.

Folder management

All the folders are displayed on the left side of the PopCompanion window. By default there are only Inbox and Outbox folders. Beside them, you can create as many folders as you want and move faxes and SMSes from one folder to another.



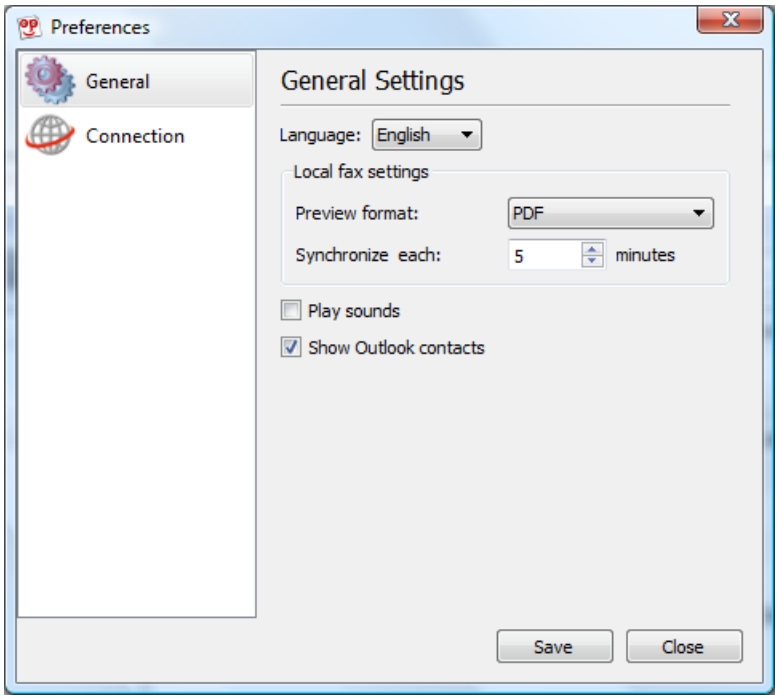
You can select a folder and perform some actions on it using the context menu:

- rename folder
- create folder
- delete folder

Preferences

Preferences are accessible through Edit > Preferences, or from the menu bar icon.

General preferences



The “General” tab allows you to change the PopCompanion interface language as well as the default options for the fax sending process. You can also define the frequency of checking for new faxes, select the option to display the Outlook contacts and activate sound notifications.

The “Connection” tab allows you to manage the connection and the proxy configuration, as previously explained.

Advanced configuration options

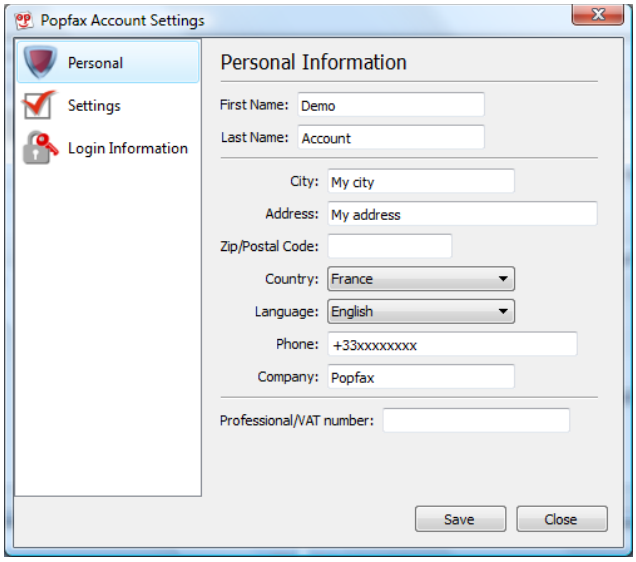
Advanced configuration options can be accessed by clicking on the “Popfax account” icon from the menu bar or by accessing Edit > Popfax account.

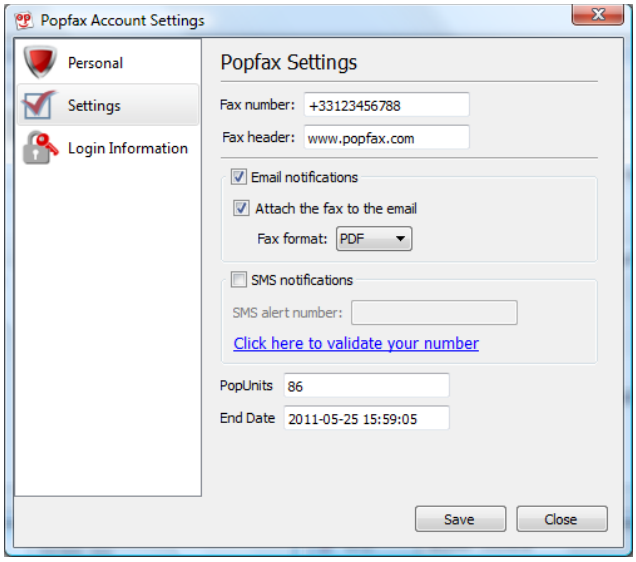
These options are mainly available from the Popfax website on the “Account management” page.

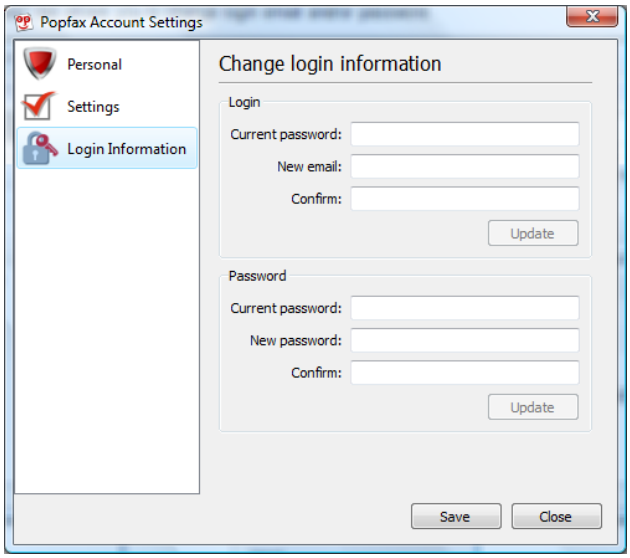
The “Personal” tab allows you to manage the user's personal information.

The “Settings” tab allows you to configure the fax number, fax header and the notifications for received faxes.

The “Credentials” tab allows you to change login email and/or password.







Other features

CSV import / export facility

CSV files must have the following structure to be imported into the PopCompanion application:

<Name>;<Fax number>;<GSM number>

All fields must be separated by a semi-colon.

Network failure

When you are offline, your Popcompanion is still available to access faxes that have been read and hence stored in the local cache, as well as your Popfax contact book.